



Department of Veterans Affairs

REQUEST FOR APPROVAL OF PERSONNEL ACTION CENTRALIZED TO SECRETARY

SECTION I - POSITION FOR WHICH RECOMMENDED

TITLE	SERIES AND GRADE
NAME AND LOCATION OF STATION	REASON FOR VACANCY

SECTION II - RECOMMENDATION

NAME OF CANDIDATE RECOMMENDED	PERFORMANCE RATING	NATURE OF PROPOSED ACTION
TITLE OF PRESENT POSITION	PRESENT SERIES/GRADE	SALARY \$
NAME AND LOCATION OF STATION	PROMOTION REGISTER NO.	DATE OF PROM. REG.

A. EMPLOYMENT RECORD *(Work back from present position)*

DATES <i>(Month, year)</i>		NAME AND ADDRESS OF EMPLOYER	POSITION TITLE	GRADE OR SALARY
FROM	TO			

B. HIGHER EDUCATION AND/OR SIGNIFICANT MANAGERIAL TRAINING

NAME OF COLLEGE OR UNIVERSITY ATTENDED	TYPE OF DEGREE RECEIVED	YEAR DEGREE
NAME OF TRAINING COURSE(S) ATTENDED	NO. OF HOURS COMPLETED	DATE COMPLETED
CURRENT LICENSE/BAR MEMBERSHIP	DATE RECEIVED	STATE(S) IN WHICH LICENSED TO PRACTICE

SECTION III - NOMINATING OFFICIAL

SUMMARY OF REASONS FOR RECOMMENDATION

SIGNATURE OF NOMINATING OFFICIAL

DATE

SECTION IV - CONCURRENCES

SIGNATURE OF ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION, IF APPROPRIATE

DATE

SIGNATURE OF DEPUTY ASSISTANT SECRETARY FOR PERSONNEL AND LABOR RELATIONS

DATE

SECTION V - APPROVAL

SIGNATURE OF SECRETARY

DATE